



NASA Headquarters
Washington, DC 20546

H OWI-1154-R016A
April 23, 1999

Aero-Space Technology Strategic Enterprise (HQ/Code R)

Office Work Instruction

Review of Interagency Agreements

CHECK THE MASTER LIST at

<http://hqiso9000.hq.nasa.gov/>

VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

H OWI-1154-R016A

April 23, 1999

Responsible Office: Code RP

Subject: Review of Interagency Agreements**DOCUMENT HISTORY LOG**

| <u>Status</u> (<u>Draft/</u> <u>Baseline/</u> <u>Revision/</u> <u>Canceled</u>) | <u>Document</u> <u>Revision</u> | <u>Effective</u> <u>Date</u> | <u>Description</u> |
|-----------------------------------------------------------------------------------------------|------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Baseline | | 1/20/1999 | |
| Revision | A | 4/23/1999 | Changed heading of "Responsible Organization" column of paragraph 6 to read "Actionee" and revised column entries to better identify who has responsibility for executing each task. Revised paragraph 5 flowchart for record symbols to be consistent with quality record media. Revised paragraph 6 procedure text to better identify criteria for acceptable workmanship and formats of developed materials. Revised paragraph 5 flowchart to be consistent with "actionee" in paragraph 6 text. Revised paragraph 7 Quality Records table to eliminate dual media versions of quality records. Entries now specify only the medium of the controlled version of the quality record. Revised Quality Record table format to conform to revised HCP 1400-1. Revised retention/disposition times to conform with NPG 1441. |
| | | | |
| | | | |

April 23, 1999

Responsible Office: Code RP

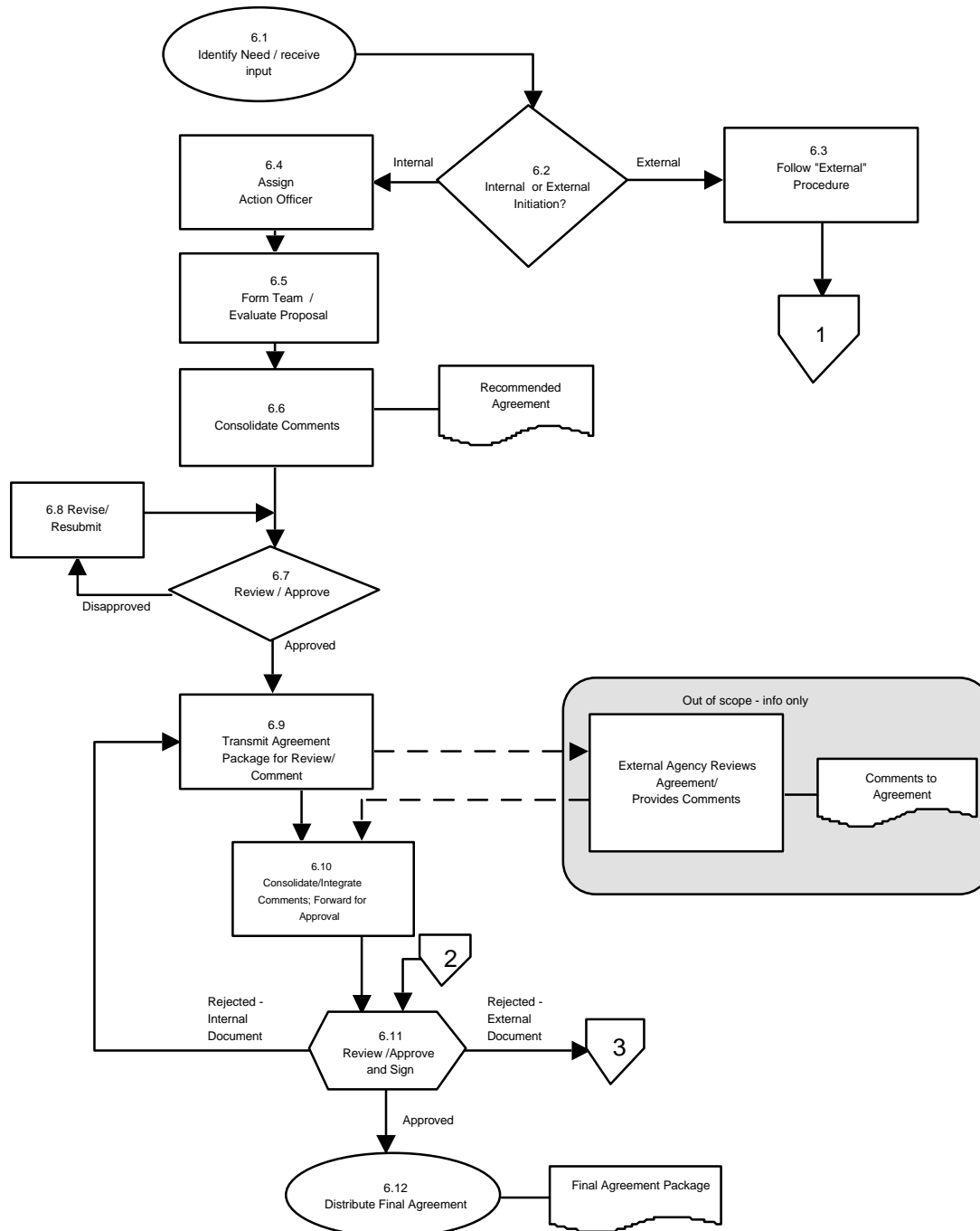
Subject: Review of Interagency Agreements**Approved by:** Original Signed by Spence M. Armstrong 23 April 99

1. **PURPOSE** The purpose of this OWI is to ensure the formulation, review and approval of interagency agreements consistent with the goals of the Aero-Space Technology Strategic Enterprise (HQ/R).
2. **SCOPE and APPLICABILITY**
 - 2.1 This instruction encompasses all proposed interagency activities of the Aero-Space Technology Strategic Enterprise (HQ/R).
 - 2.2 This instruction applies to all components of the OAT.
3. **DEFINITIONS**

| | |
|-----|----------------------------------------------------------------------------------------------------------------------------|
| AO | Action Officer |
| DD | Cognizant Division Director of either Codes RP, RS, or RW |
| OAT | Office of Aero-Space Technology |
| | Interagency Agreement—Agreement between two U.S. government agencies to perform research in some selected area of interest |
| | Interagency Agreement Package -- Consisting of the Interagency Agreement plus the Concurrence Sheet |
4. **REFERENCE DOCUMENTS**

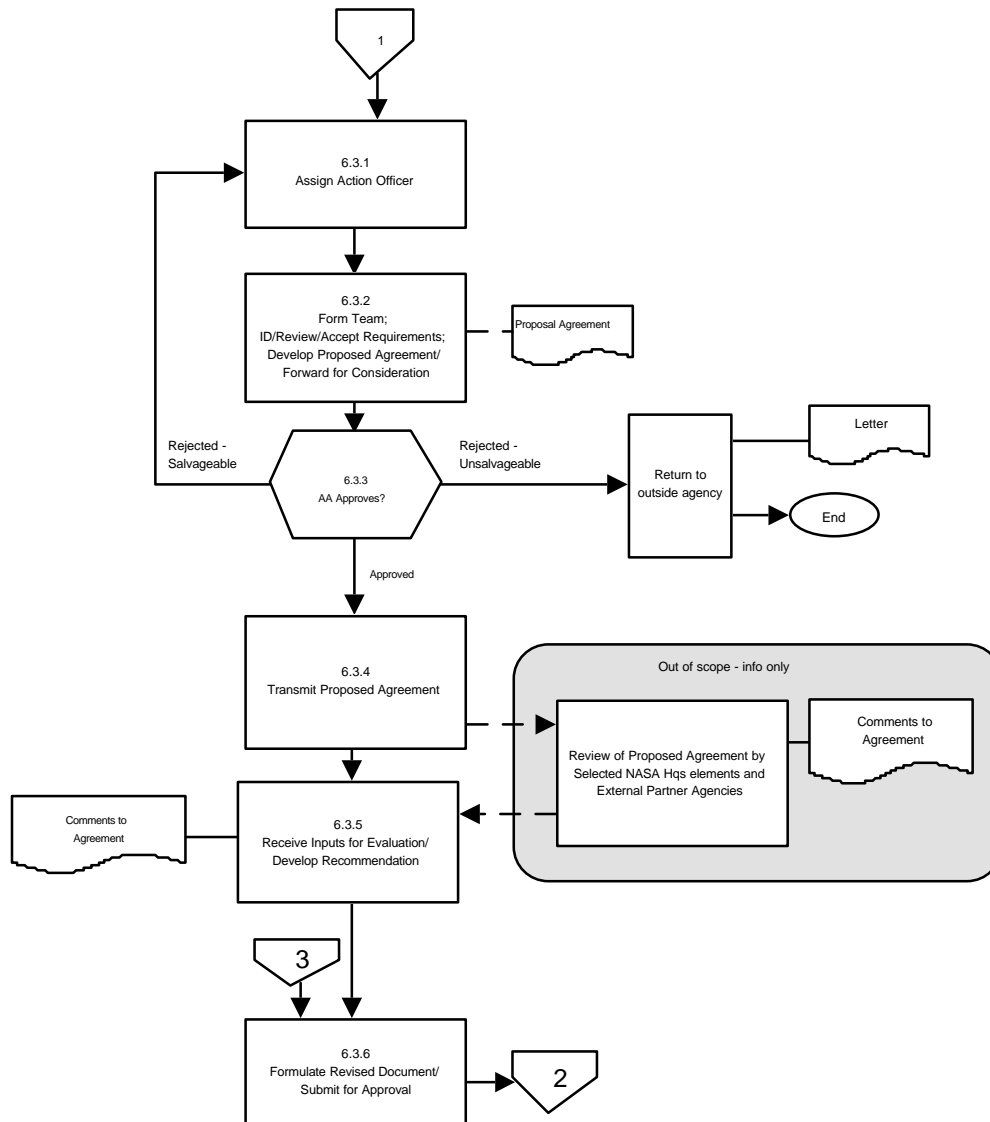
| | |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aeronautics Strategic Plan: Achieving Aeronautics Leadership - 1999 - 2000 (1995) | < http://www.nctn.hq.nasa.gov/iso9000/astdocs/ > |
| NMI 1050.1E | Interagency Agreements - Delegation of Authority and Procedural Requirements < http://nodis.hq.nasa.gov/Library/processes.html > |
| Three Pillars for Success: NASA's Response to Achieve the National Priorities in Aeronautics & Space Transportation (March 1997) | < http://www.nctn.hq.nasa.gov/iso9000/astdocs > |

Responsible Office: Code RP

Subject: Review of Interagency Agreements**5. FLOWCHART**

April 23, 1999

Responsible Office: Code RP

Subject: Review of Interagency Agreements

April 23, 1999

Responsible Office: Code RP

Subject: Review of Interagency Agreements**6. PROCEDURE**

| <u>Step</u> | <u>Actionee</u> | <u>Action</u> |
|--------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1 | DD | Identify the need for a new interagency agreement, a modification to an existing agreement, or receive a proposed agreement (or modification to an existing agreement) from an external agency. |
| 6.2 | DD | Determine if the requirement for the agreement is to be generated internally or by an external agency. If the need is generated outside NASA, the requirement is an external agency responsibility. If the need is generated internal to NASA, the requirement is an internal agency responsibility. |
| 6.3 | DD | If the requirement is an external agency responsibility, follow procedure steps 6.3.1 - 6.3.6. |
| 6.3.1 | DD | Assign an Action Officer. |
| 6.3.2 | AO | Form a team (may include representatives of NASA Centers, external agencies, and one or more Code R organizational components) to identify and understand requirements prior to acceptance; and to confirm ability to fulfill requirements to be accepted by OAT. With regard to understanding incoming requirements, focus should be placed on ensuring that (1) work requirements are understood prior to acceptance and (2) any differences between OAT and the party levying the requirement are resolved prior to acceptance. Relative to fulfilling requirements, focus should be placed on ensuring the responsible Field Center(s) has the capability to satisfy the requirement. This can be done by evaluating whether the work requirement is compatible with the Code R strategic plan and whether the Field Center has the resources to complete the work. The team then develops a proposed agreement. Forward the proposal to AA. Retain copy of proposal and concurrence sheet in interagency agreement file until the final agreement has been approved. |

April 23, 1999

Responsible Office: Code RP

Subject: Review of Interagency Agreements

- | | | |
|--------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.3.3 | AA | Approve/disapprove proposal. If disapproved, but salvageable, return to Action Officer (step 6.3.1) with guidance for revision as provided by the AA and supplemented by team comments. If unsalvageable, return with letter to sponsoring agency. Retain copy of letter in interagency file as a quality record. If approved, proceed to step 6.3.4. |
| 6.3.4 | AO | Transmit approved package to selected NASA HQ Enterprise / functional offices and integrate any comments. Forward agreement to the external partner agency for comments. Retain copy of approved package and concurrence sheet in the interagency agreement file as a quality record. |
| 6.3.5 | AO | Receive revision inputs from external agency. Perform evaluation and develop recommendation to resolve differences (if any) concerning requirements and other matters. The evaluation reviews inputs from the external agency and the agreement's technical content in the context of its alignment with the approved Code R strategic plan. |
| 6.3.6 | AO | Formulate revised document for final approval and submit/resubmit for approval in step 6.10. Retain revised document and concurrence form in interagency agreement file. |
| 6.4 | DD | If decision in step 6.2 was that the agreement is initiated within OAT, the cognizant Division Director assigns an Action Officer. |
| 6.5 | AO | The Action Officer forms a team to evaluate the proposed agreement. Team membership may include personnel from one or more Code R organizational components, one or more NASA Centers and external agencies. Evaluation includes identifying and understanding requirements prior to OAT acceptance; and confirming OAT's ability to fulfill the requirements (implicit and explicit) to be accepted by OAT. With regard to understanding incoming requirements, focus should be placed on ensuring that (1) work requirements are understood prior to acceptance and (2) any differences between OAT and the party levying the requirement are resolved prior to acceptance. |

April 23, 1999

Responsible Office: Code RP

Subject: Review of Interagency Agreements

- Relative to fulfilling requirements, focus should be placed on ensuring the implementing or responsible Field Center(s) has the capability to satisfy the requirement. This can be done by evaluating whether the work requirement is compatible with the Code R strategic plan and whether the Field Center has the resources to complete the work.
- 6.6** AO Consolidate team comments and prepare recommended Interagency Agreement for the Associate Administrator. Retain recommended Interagency Agreement and concurrence sheet in interagency agreement file.
- 6.7** AA
 or
 Designee Approve/disapprove the recommended agreement.
- 6.8** AO If disapproved, return to Action Officer with guidance for revision. Action Officer makes changes, coordinates revision as necessary, and resubmits proposal for approval.
- 6.9** AO Once approved, transmit the approved recommended agreement package to NASA Codes for comment. NASA Codes to provide comment are selected by the AO. Also forward agreement to appropriate external agency(ies) for comments. Retain approved agreement package and concurrence sheet in interagency agreement file until the interagency agreement is final.
- 6.10** AO Consolidate/address/integrate comments. Forward proposal to AA for final approval. Retain proposal and concurrence sheet in interagency agreement file.
- 6.11** AA Approve/disapprove recommendation from the sponsoring agency or internal code. If disapproved return the agreement to the appropriate AO (internal or external) for re-evaluation / revision and resubmission. Sign the final document to signify approval and OAT's ability to perform accepted requirements, both implied and explicit.
- 6.12** AO Once approved, distribute document to sponsoring agency. Retain final document and concurrence sheet in interagency agreement file.

April 23, 1999

Responsible Office: Code RP

Subject: Review of Interagency Agreements**7. QUALITY RECORDS**

| <u>Record ID</u> | <u>Owner (s)</u> | <u>Location¹</u> | <u>Media</u> | <u>Schedule Number and Item Number</u> | <u>Retention/ Disposition</u> |
|---------------------------------------------------------------------------------------------|------------------|-----------------------------|--------------|--------------------------------------------|----------------------------------------------------|
| Letter to Sponsoring Agency if Proposed Interagency Agreement is Rejected | RP | RP | Hardcopy | Schedule 7, Item 5.3.E | Destroy when 2 years old |
| | RW | RW | | | |
| | RG | RG | | | |
| Final Interagency Agreement Package | RP | RP | Hardcopy | Schedule 1, Item 7.A | Permanent |
| | RW | RW | | | Retire to Federal Records Center |
| | RG | RG | | | (FRC) 2 years after completion or expiration |

¹ Quality Records will be located in a central location in each Division and will be maintained by the Division Secretary